Missouri TSA
Chapter Quality Standards

The Missouri TSA Chapter Award program recognizes a chapter's development in the use of a well written Plan of Action (PA) designed to address standards in the following three groups.

Group 1 - Student Growth

The chapter provides evidence that it has considered all four of these <u>categories</u> in developing their PA:

1. **Leadership** activities that help the individual develop and improve their skills, abilities and self confidence to continue the journey in leadership development.
2. **Academic** activities that develop a progressive attitude in becoming a life-long learner with a passion for excellence.
3. **Personal** activities that develop an awareness of their own abilities and knowledge for continual self improvement.
4. **Technology, Innovation, Design and Engineering experiences** activities that promote student involvement and growth through engaging activities in Technology, Innovation, Design, and Engineering.

Group 2 - Chapter Growth

The chapter provides evidence that it has considered all four of these <u>categories</u> in developing their PA:

1. **Recruitment** activities operated to increase technology and engineering enrollment and/or TSA membership and encourage greater participation.
2. **Financial** activities operated to encourage thrift and good financial management among members through earnings, savings and investments
3. **Public relations** activities operated to promote a positive image and inform students, parents, school officials and community about their chapter member's accomplishments.
4. **Support Network** activities operated to develop and maintain positive relations among the TSA, parents, community leaders and local business and industry.

Group 3 - Community Growth

The chapter provides evidence that it has considered all four of these <u>categories</u> in developing their PA:

1. **Economical** activities operated to improve the economic welfare of the community
2. **Environmental** activities operated to preserve the natural resources and develop more environmentally responsible individuals
3. **Volunteering** activities operated to promote and encourage members to become active, involved citizens of their school, community and country
4. **Resources** activities operated to help the public become better informed about the need for the understanding about and for technological literacy issues.

Missouri TSA
Chapter Quality Standards
Recognition of Excellence
Program Guide

"Plan your work and work your plan.
Planning is a habit that builds quality.
Quality yields improvement."   Anonymous

Plan of Action (aka - program of work)

This guide is designed to assist you in the planning and writing of a quality Plan of Action (PA), also known as the Program of Work. The chapter vice president is the officer responsible for guiding the chapter in the development of a quality PA and ensure that all chapter members are participating on a committee.

The experiences of successful chapters are those who have highly successful and well thought out PA. This chapter will provide your chapter with the tools and guidance in reaching your chapters goals.

The following goal statements developed for the Missouri TSA Connections Program and approved by the state advisor are to provide:

- general leadership skills and experiences
- opportunities to develop self confidence, responsibility, citizenship, a positive attitude to succeed
- multiple levels of participation
- real-world hands-on experiences
- a balanced opportunity of experiences in school and community recognizing each students individual demands of work and other school activities
- recognition for each and every student
- experiences in technology, innovation, design and engineering
- exposure to experiences that will build technological literacy
- available to all students

1. **What are the essential items that make up a successful chapter?**

    A successful TSA chapter understands that their success is the result of planning and working to achieve those plans. You can assist your chapter succeed by personally taking an active role in setting goals and planning your actions to reach those goals.

2. **What is a Plan of Action (PA)?**

    Quality TSA chapters use their PA to guide the development of activities to build the skills of all students in leadership and career development. A high quality PA serves the individuals, chapter, and the community with many purposes. A well thought out PA will provide the following:

    a. Many experiences in personal growth

    b. Checks and balances to measure progress throughout the year

    c. Direction from year to year

       d. Check points throughout the year

3. How is the PA developed and organized?

Your chapter will need to build your PA utilizing a committee structure divided into three groups. These groups frame the chapters efforts on the individual student, the entire chapter, and the whole community.

These groups are:

Student Activities that provide opportunities for individuals or groups to improve essential life skills.

Chapter Students are encouraged to work in teams.

Community Work with the community to make a better place in which to live.

The key to a successful PA is the involvement of all members in the planning and actions of the chapter activities. The involvement of all members is absolutely essential.

Group 1: Student Growth
Categories are:
1. Leadership
2. Academic
3. Personal
4. Technology, Innovation, Design, and Engineering Experiences

Group 2: Chapter Growth
Categories are:
1. Recruitment
2. Financial
3. Public relations
4. Support network

Group 3: Community Growth
Categories are:
1. Economical
2. Environmental
3. Resources
4. Volunteering

4. You might ask what types of committees are there?

The TSA committee structure can be organized into three types. Standing committees function throughout the year and they conduct activities every year. The Membership Committee is an example of a standing committee whose functions are to plan activities to recruit new members every year.

The Executive committee involves the chapter officers and in some cases chairs of the standing committees. The term of this committee is one year which is the terms of office and changes with the newly elected officers.

There are occasions where a chapter may use special committees for single events that do not occur every year or on a special occasion. An example would be like celebrating the 10th anniversary of your chapter charter.

Then you may ask what size should our committees be?

It is recommended that standing committees should have a minimum of three and not more than nine members. Since we have three groups of committees in our PA, small chapters are encouraged to choose only three committees. These would be: the student development committee, the chapter development committee, and the community development committee.

The larger chapters are recommended to establish more than three committees. You will notice that each of the three groups above have four categories. So, if your chapter has one committee for each category you will have 12 committees, being four for each group.

It is important that no matter how many committees that you chapters has and no matter what the committee names are you should focus on each category in each group. Your chapter may choose a variety of implementation strategies to ensure that your chapter is successful in addressing all of the quality chapter expectations

Your next question might be, how are committee chairpersons selected?

Your chapter officers are responsible for coordinating these activities. However, your chapter officers should not serve as committee chairperson so that other members of your chapter have the opportunity to learn and serve in various leadership roles.

Every chapter member needs the opportunity to serve as a committee chairperson and be recognized with honor by the chapter. These chairpersons are selected using a simple interest survey to determine each student's interest for the good of each member and the chapter. The chapter officers will make the appointments based on the matching of members and special interest.

It is now time to assign members to each of the predetermined committees by individual schedules, interests, grade, gender, new or experienced member. To make the final selections and assignments for the committees the chapter vice president and the committee chairpersons will meet and discuss the various choices.

What is the best way to develop the PA for the new year?

It is suggested that the committees review last year's PA and make good notes of items to continue, revise, or next steps ideas. The most successful chapters use the concept of, review, revise, and redefine to prevent repetition and maximize the chapter's progress.

One of the responsibilities a chapter has during it's first year of affiliating with TSA is to determine when the activity year begins and ends. The most common chapter year is July 1 to June 30 and the second most common is September 1 to August 30. You should note that the state and national chapter year is September 1 to August 30.

One important fact to consider when the chapters begin to make plans is the state TSA deadlines for various activities and due dates for membership. Your chapter PA should cover the same months as the chapter's year.

PA Sample Chapter Schedule
Option # 1

Date	Action to be taken
April 15	Elect chapter officers for next year
April 30	Appoint committee chairpersons
May 10	Assign members to each committee
May 20	Draft initial copy of the PA
May 25	Administrative approval secured
August 10	Print final chapter PA
September 1	Put the chapters PA to work
Chapter year	Review and evaluate

PA Sample Chapter Schedule
Option # 2

Date	Action to be taken
August 25	Elect chapter officers for next year
September 10	Appoint committee chairpersons
September 15	Assign members to each committee
September 20	Draft initial copy of the PA
September 30	Administrative approval secured
October 5	Print final chapter PA
October 10	Put the chapters PA to work
Chapter year	Review and evaluate

PLAN OF ACTION — FORM 1

GROUP: (check one)	STUDENT		CHAPTER		COMMUNITY		
Committee Name							
Committee Purpose							
Committee Members							

Task or Activity	Estimated Income	Estimated Costs	Start Date	End Date
Assigned To				
Goals				

Task or Activity	Estimated Income	Estimated Costs	Start Date	End Date
Assigned To				
Goals				

Task or Activity	Estimated Income	Estimated Costs	Start Date	End Date
Assigned To				
Goals				

PLAN OF ACTION — FORM 2

GROUP: (check one)	STUDENT		CHAPTER		COMMUNITY		
Committee Name							
Budgeted Costs	$						
Actual Costs	$						
Actual Receipts	$						

ACCOMPLISHMENTS and RESULTS:

RECOMMENDATIONS:

PLAN OF ACTION — FORM 3

Calendar of Activities

<u>Month</u>	<u>Dates</u>	<u>Type of Meeting or Activity</u>	<u>Chair</u>
August	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
September	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
October	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
November	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
December	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
January	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
February	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
March	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
April	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
May	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
June	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
July	_____	_____	_____
	_____	_____	_____
	_____	_____	_____